

## **The Broad Residency In Urban Education Sample Job Descriptions**

*In December and January, The Broad Residency will provide current job descriptions for every organization in which we place Residents.*

*In lieu of the current descriptions, we have found it helpful to provide summaries of job descriptions from previous years to impart a sense of the work Broad Residents perform in districts and charter management organizations (CMO). The summaries are based on actual descriptions, but do not contain names of organizations or supervisors. In addition, most industry-specific jargon has been removed and they have been simplified for ease of reading. Most of these descriptions describe the Resident's incoming project/role, therefore it is important to recognize roles evolve substantially over the two year program. Please see "[Two Year Overview](#)" for further insight on how the work progresses.*

*Please note: These summaries are intended for informational purposes only, and are not definitive examples of the Broad Residency roles to be offered this year.*

**Organization Type: District**  
**Position Type: Instructional**  
**Supervisor: Chief Academic Officer**

The bottom line of all school districts is student achievement. Working in the instructional side of school district operations offers complex, high-impact work that reaches every school and every classroom. District instructional work ensures the appropriate design, development, implementation, and evaluation of district-wide educational initiatives.

### **Project A: Deputy Director, Early Childhood Education**

The Deputy Director for early childhood education is responsible for the district's educational initiatives from birth through grade three. Specifically, the Deputy Director will: (1) establish a pre-kindergarten instructional review process; (2) implement high-quality professional development opportunities for staff; (3) serve as a policy advisor to the Executive Director for the district's early childhood initiatives; and (4) work as a liaison and serve as a resource for personnel, families, community groups, and media.

### **Project B: Project Manager (Director Level)**

Under the guidance of the Chief Academic Officer, the Project Manager will be responsible for performing an evaluation of the district's academic programs. Specifically, the Project Manager will (1) analyze all academic programs within the district; (2) develop a return-on-investment (ROI) calculation; and (3) use the data, analysis and ROI to advise the district leadership about how and where to spend resources efficiently and effectively to impact the district's academic programs.

### **Project C: Project Manager (Director Level)**

Under the guidance of the Chief Academic Officer, the Project Manager will be responsible for developing and implementing the strategic vision for instructional technology in the district. Specifically, the Project Manager will: (1) collaborate with numerous district stakeholders to establish an instructional technology strategy; (2) ensure that all schools have access to instructional technology resources; (3) oversee the training of school staff to effectively use instructional technology; and (4) monitor and measure the direct impact that technology has on student achievement.